

Performing Arts Center Board Minutes 02/09/2011

SIMSBURY PERFORMING ARTS CENTER BOARD
REGULAR MEETING
FEBRUARY 9, 2011

I. CALL TO ORDER

Dave Ryan called the meeting to order at 7:01 p.m. In addition to Mr. Ryan, Board members Janet Goman, Ferg Jansen, Sharon Lawson, and Greg Piecuch were present. Also in attendance were Tom Vincent, Venue Manager, Gerry Toner, Director of Parks & Recreation, Tom Cooke, Director of Administrative Services, Selectman Lisa Heavner, and Nick Buccarella

II. REVIEW AND APPROVAL OF MINUTES

Mr. Piecuch moved to approve the minutes of the January 27, 2011, meeting. Ms. Lawson seconded the motion. The motion passed unanimously.

III. TMMF SEASON UPDATE

Mr. Vincent reported that he met with Ms. Phillips of the HSO on January 25th. He also indicated that he had multiple meetings with Mr. Buccarella and that everything is on track. No action was taken.

IV. 2011 MARKETING REPORT

The Board reviewed and discussed a written marketing report prepared by Mr. Vincent. Mr. Vincent has been in contact with 8 to 10 different possible promoters since the last Board meeting. Mr. Vincent indicated that Jim Koplik of Live Nation has

asked the Town to block August 26-28 for a possible concert. He also indicated that he has been in discussion with Premier Concerts. Mr. Vincent reported he has been finalizing details with the CT Theater Festival for its Manhattan Transfer concert. No action was taken.

V. SEPTEMBERFEST REPORT

Mr. Vincent gave a report on his attendance at the Chamber of Commerce Business Expo. Mr. Vincent also distributed proposed Septemberfest forms which the Board reviewed and discussed. Mr. Vincent stated that he was in the process of promoting the event. He is also working on his presentation to the Board of Selectmen. The Board agreed to have a special meeting, if necessary, to review and approve the details of the presentation. No further action was taken.

VI. 2011 BUDGET REVIEW

Mr. Ryan indicated that this matter was placed on the agenda on a preliminary basis. Mr. Vincent stated that he was in the process of preparing the budget and would present it within the period required by his contract. No further action was taken.

VII. ALCOHOL POLICY RECOMMENDATION

The Board reviewed and discussed the latest draft of the Alcohol Policy.

Mr. Jansen moved to approve the Alcohol Policy, as amended, and to forward it to the Board of Selectmen for review and approval. Mrs. Goman seconded the motion. The motion passed unanimously.

VIII. ALCOHOL VENDOR RFP STATUS

It was reported that the Alcohol Vendor RFP had not yet been issued. The Board reviewed and discussed a draft RFP prepared

by Mr. Toner. Mrs. Goman noted the importance of moving this matter forward on a timely basis. It was suggested that the reply date be moved up if possible.

Mrs. Goman moved to approve the Alcohol Vendor RFP subject to any amendments required by the Town Attorney, and that the RFP be issued as soon as possible. Mr. Piecuch seconded the motion. The motion passed unanimously.

IX. PAC LONG RANGE PLANNING

The Board reviewed and discussed draft form License Agreement and a draft form Event Terms Sheet. Minor revisions were suggested.

Mr. Piecuch moved to adopt the Event Terms Sheet. Ms. Lawson seconded the motion. The motion passed unanimously.

Mrs. Goman moved to forward the draft form License Agreement to Town staff and the Town Attorney for review and comment. Ms. Lawson seconded the motion. The motion passed unanimously.

X. PAC LONG RANGE PLANNING SCHEDULE

Absent objection, the matter was tabled.

XI. CONSIDERATION OF REQUESTS TO USE THE PAC

The Board reviewed and discussed a proposal for a Hydrocephalus Association Walk to be held on September 18, 2011. More information was needed before acting upon the request.

Absent objection, the matter was tabled.

XII. OLD BUSINESS

There was no old business.

XIII. ADJOURNMENT

Ms. Lawson moved to adjourn at 8:54 p.m. Mr. Jansen seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Gregory W. Piecuch
Vice-Chairman